

The Enerpace PaceSetter

News as Individual as YOU Are



November, 2011
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Dear Subscriber,

No matter how much we enjoy the holidays, this time of year seems to get busier and busier - both personally and professionally.

So as an early holiday gift, we've compiled this "survival guide" of tips to help you get through the next few weeks as effectively, and sanely, as possible!

May you fully enjoy all the blessings of the season -

Elene

p.s. Happy holidays! When you're ready to get moving on your 2012 goals, call us at 630-832-4399!

Leadership Learnings - *The Art (and Science) of Giving Good Feedback* - Mary Ellen Slayter, *Smart Blog on Leadership*

Performance review season typically arrives at the same time as the holiday lights and shopping deals. Yet please do NOT treat the writing and delivering of reviews as just another item on your overflowing December task list!

The article presents 3 simple rules which will make sure your performance reviews maximize the benefit to your direct reports AND the ROI on your time investment. Remember the old axiom: People don't quit companies; they fire bosses.



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Career Management Corner- *It's All About Attitude* - Danek S. Kaus, *Job Journal*

Despite all that's wonderful about this time of year, there are many stressors too! We need to consciously select our perspective and proactively manage the way we are being in any given situation.

As the article reminds us, garbage in through our senses contributes to garbage out through our words, actions and emotions!

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"LinkedIn for Business Women " - UCWBG Webinar, Fri. 12/9/11 @ 12 p.m. CT

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"Take Back Your Career " - UCWBG Webinar, Fri. 1/20/12 @ 12 p.m. CT

[Details](#)



"Success Your Way: Vision It, Build It, Become It" - UCWBG Webinar, Fri. 2/3/12 @ 12 p.m. CT

[Details](#)

Business Building Blocks- 51 Ways to Reward Employees Without Money - Mike Michalowicz, American Express Open Forum

There are still ways to show appreciation to your team even if there's no budget for big raises or bonuses this year. If you can't find at least one idea here, you're just not looking hard enough!

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Enerpace News

Media Mentions:

95 Tips for Increasing Productivity Within Small and Medium Businesses - *CarolRoth.com*- As you start planning for 2012, be sure to incorporate some of these great ideas - including our tip at #5 !

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When to Kill Off a Product - *The Toilet Paper Entrepreneur* - Check out our tip at #50 but there's lots of other good advice along the way!

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The Biggest Mistakes Entrepreneurs Make - *The Toilet Paper Entrepreneur* - We're at #78 - Do NOT let this happen to you!

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Enerpace Experts - The Way Out is Through - David Allen, *Productive Living*

A great deal of our stress is self-created. We take on responsibility for projects, favors, deliverables of all types, without really getting clear on the desired outcome. How will we know it's "done"? What is it really that we're being asked to accomplish?

Even social engagements can benefit from clarity of expectations. Are you just "stopping by" a Holiday Open House or do you need to bring a gift or treat to share?

Food for thought as you look through your year-end deliverables, both personally and professionally! Stress is diminished significantly once you're clear on what you definitely are saying 'yes' and 'no' to!



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Cool Tools - PicTreat.com

Need to quickly clean up a family photo for your holiday greeting cards? This free tool can do it for you!

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Great Books - *Leadership Agility: 5 Levels of Mastery for Anticipating and Initiating Change* - William B. Joiner & Stephen A. Josephs

NOT a light read, but definitely important information for all of us leading in times of rapid change and great uncertainty.

These new times require a new level of leadership - not new news. But this work is unique in recognizing that we must develop internally to change our leadership behaviors externally.

Elene Cafasso recently attended certification training for the "LA 360" - a 360 degree feedback instrument based on these 5 levels.

No time to read? Contact us at #630-832-4399 for an Executive Summary of the research/book and the implications for leaders.



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Quotes You Can Use

"The gem cannot be polished without friction, nor man perfected without trials." - Chinese Proverb

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